

Space Family Education, Inc.
Board of Director's Open Meeting

Director Report

Staffing

Resignations:

Ms. Kelly in Room 8 will be leaving in May to go to college.

New Hires:

Ms. Sandi, the new teacher replacing Ms. Dianne in Room 4, started on March 15.

Other:

Ms. Hirning reported that our floaters (teachers) will help out with summer camp, and we should expect to see more WeCare substitutes for the summer.

Operations

Facility:

Ms. Hirning reported that the facility still have many work orders open, and Brown and Roots said that they don't have any money to complete them. NASA will have a new contract starting April 1st, and the childcare center is included in that contract. Ms Hirning said she would resubmit the work orders again under the new contract.

Special Events:

Summer camp is full as of this morning.

The rooms will have their individual Easter party starting Thursday, March 28th.

Summer camp calendar (field trip) for the regular Kindergarten and Pre-K will be out soon and it will depend on the number of Kindergarten student leaving in June.

Other:

The chocolate fund raising will end soon. Some parents complained because they had to sell the candy. Ms. Hirning reminded everyone that we couldn't return any of the chocolate. Ms. Hirning acknowledge that the timing for this year chocolate fund raising might have been bad because it came right after the Girl Scout cookies. She also plans to arrange for smaller and same quantity boxes for next year.

Committees Report

Education Curriculum

The teachers will have the student evaluation be done in May.

Playground

Ms. Hirning will work with Mr. Bryan Kelley to setup this year parent workday.

Newsletter and Webpage

Ms. Moreland reported that Ms. Rodriggs (Room 2 Captain) scanned the latest issue of the newsletter for webpage, and it worked fine.

Room-1

Parents from Room 1 complained about the latest tuition increase, and asked about the possibility of extended hours. The Board reported that past survey didn't find enough demand for extended service hours, and the teacher hours and staggered shifts problem also has to be addressed. The parents seem to want the extended hours and willing to pay for the service. Ms. Hirning reported that past trial started with 10 children ended up with a loss because the number (users) was eventually reduced.

Room-2

A parent complained about finding the front door locked at 5:30pm with the lights off, and believes that it's not a good policy (or not a good thing to do). The Board agreed that the door should not be locked and the lights should only be flickered to remind those inside that it's 5:30pm. Ms. Hirning will make sure that the front door will only be locked after everyone leaves.

Otherwise, everything else in the room is good.

Room-3

Everything is fine.

Room-4

Everything is good. Parents like the new teacher.

Room-5

No report

Room-6

Parents were concerned about seeing a substitute quite often because Ms. Tess has to be off to take care of her father, and asked about if there's anything we can do to help.

Room-7

No report

Room-8

Everything is fine.

Room-9

Everything is fine.

Board Members Report

Policies and Procedures (Jennifer Lewis)

Ms. Lewis is still waiting on St Claire to agree that we can use their facility as a possible evacuation site, but she will go ahead and release the new evacuation policy without their response for now. Ms. Lewis also wanted to release and distribute the new authorization form for parents to sign and return by April 1st.

Mr. Nguyen mentioned a possible scenario where those at the childcare center could be “sheltered in place”, and asked whether the new policy adequately covers it.

Ms. Lewis mentioned that some parents wanted or suggested to have a point of contact on any notice letter from the Board for questions. The Board agreed that any of the Board members on the letterhead could be contacted for question.

Ms. Lewis reported that we have five (5) openings in Kindergarten for 2002, and would like to put out a notice to the JCS community (e.g. webpage, etc...). A suggestion came from the room to put the notice on JSC Today. Ms. Moreland has the action to get the word out on the webpage and JSC Today.

Ms. Lewis is still working on updating the handbook, and she is almost finished.

Ms. Lewis gave the letter of agreement with St Paul to Ms. Schroeder to keep at the childcare center.

Treasurer (Laurie Garcia)

Ms. Garcia handed out the February financial report, and reported that the trend is the same as last month. Ms. Garcia is still looking into reducing costs on medical insurance, alternate kitchen supplier, and liability insurances.

Ms. Garcia received a letter from the Combined Federal Campaign listing this year contributors to the SFEI. Mr. Nguyen has the action to send out thank you letters to all those on the list.

Secretary (Louis Nguyen)

Mr. Nguyen reported that he is still working with the Center Operation people on security policy regarding non-badged access at the gates. He reminded that non-badged parents and guardians who are on the List should be able to get on site via Gate 4. If anyone has a problem at Gate 4, they should contact Ms. Hirning or Mr. Nguyen.

Vice President (Erica Vandersand)

Absent

President (Susan Gomez)

Absent

SFEI Members Report

Walk-ons

A question was raised about how long should naptime be? Parents in Room 6 reported that they've seen the lights off from 12pm to 3pm. Mr. Hirning reported that the State policy requires two hours nap, and usually if half of the children are up the light will be on. Parents in Room 6 suggested a two-hours naptime and have all the lights on by 2:30pm. Ms. Hirning will communicate with the teacher to ensure naptime policy is observed.

Ms. Schroeder asked whether the Board members all have keys to the childcare center, and reported that not all past Board members had returned theirs. Ms. Schroeder will get the keys back from past Board members and distribute them to the new ones.

Old Business

None

New Business

None

The next meeting will be Thursday, April 18, 2001
JSC Child Care Center – Room 122 - 11:30AM-1:00PM